

Addendum – special considerations when using the UTD Team/Group Travel Card

In many respects, the UTD Team/Group Travel Card will function like a UTD Purchasing Card. The cardholder initiates the transaction with a vendor, a consolidated bill is sent to and paid by UTD, and the monies are subsequently charged back to whichever account you specify. However, there are some very important differences to keep in mind when using the Team/Group Travel Card:

- An “*Expense Log for Team/Group Travel Credit Card Expenses*” is mandatory for any team/group travel-related charges made with this card. A copy of the Voucher will be provided to cardholders with their Cards, and the document itself will be made available on the Procurement Management website at <http://www.utdallas.edu/utdgeneral/business/procure/Teamvoucher.doc>. In addition to being a handy way to keep receipts organized, the additional information required on the Voucher will assist Procurement Management in determining cardholders’ compliance with UTD travel policy.
- Cardholders will receive a monthly Activity Report from Procurement Management, just as with the Purchasing Card, and will be expected to follow the same reconciliation and review procedures as apply to the Purchasing Card. In addition, cardholders **must submit all original Team/Group Expense Logs and original receipts** with their Cardholder Activity Reports.
- As of 6 November 2003, coaches and group leaders are allowed to use the Team/Group Travel Card for all valid UTD-related travel and purchasing needs which have been authorized by the cardholder’s supervisor, including purchases individual travel. All policies and procedures governing purchases and individual travel for UTD business are still in force, and noncompliance may result in revocation of card privileges.
- All team/group travel is governed by the University’s policies regarding student travel. If you are unfamiliar with student travel policies and/or procedures, contact the Travel Coordinator at travel@utdallas.edu prior to departure.
- It is of utmost importance that coaches and group leaders adhere to the per diem rates prescribed either by UTD or by the Texas State Comptroller’s Office when renting hotel rooms or purchasing meals with the UTD Team/Group Travel Card. Failure to comply with result in disciplinary action, up to and including termination of cardholder privileges and reimbursement to the University for any overages. If you are not certain what the per diem rates are for your destination, contact the Travel Coordinator at travel@utdallas.edu prior to departure.
- There is a **personal liability** associated with this card, as with the Purchasing Card; cardholders will be held personally liable to reimburse the University for all purchases that are not made in compliance with UTD policy and procedure. In addition, the cardholder will be held personally liable to reimburse the University for any dollar amount in excess of per diem rates for their destination. Again, contact the Travel Coordinator at travel@utdallas.edu prior to departure if you are unsure of per diem rates for your destination.